

**PEACE CORPS
OVERSEAS REQUEST FOR QUOTATION (RFQ) FOR
VENUE AND HOTEL ACCOMODATION FOR CONFERENCE**

Date: July 21, 2016

Peace Corps intends to offer a contract for Language and Cultural Coordinator Conference (**LCC Conference**) to be held in Kathmandu.

Interested vendors should submit a quote for the services as described in this RFQ.

Written quotes (hand carried or e-mailed) are due to the following address by 4:00 p.m. on **August 4, 2016**. Quotes received after the closing date/time will not be accepted.

Name: Binaya Shrestha
Address: Peace Corps Nepal
Email: bshrestha@peacecorps.gov

Any questions regarding the RFQ may be addressed to the same person in writing by August 1, 2016. No phone inquiries will be accepted.

A. Price/Period of Performance:

Services

Period of performance: September 25, 2016 – October 1, 2016

Supplier Unit Quotes shall be inclusive of any administrative or overhead costs.

B. Requirements

Date	Total duration of Conference	Description	Required Number	Number of days/nights	Total
September 25 th to October 1 st , 2016	7 days / 6 nights	Room – Single [with Bed and Breakfast preferred (BB)]	25	6 nights	150
		Breakfast (if BB not available/ not included in room)	25	6 days	150
		Lunch	25	5 days	125
		Conference Hall for at least 30 people	1	5 days	5 days

Remarks -

1. Require one secure space for temporary office set up
2. Require small group working spaces for breakouts.

C. Location

Kathmandu

D. Delivery Schedule

Conference date: September 25 thru October 1st, 2016

Check –in date: by September 25, 2016

Check-out date: October 1, 2016

E. Acceptance Criteria

Acceptance of all work under a completed contract will be done by the Peace Corps Contracting Officer or designee.

F. Contract Terms and Conditions

As stated in the standard Peace Corps Service Contract.

G. Peace Corps Payment Schedule and Terms

Supplier will receive payment approximately 3 – 4 weeks after acceptance and receipt of valid/accurate invoice. The payment will be made via Electronic Fund Transfer (EFT) to the bank account provided by the supplier.

H. Evaluation Factors:

Quotes that are not responsive to this RFQ will not be evaluated by Peace Corps. All responsive quotes received by the due date/time will be evaluated in accordance with the factors specified below:

1. Price
2. Technical Evaluation
 - ☐ Facilities (10 points)
 - ☐ Location (10 points)
 - ☐ Payment Terms (5 points)
 - ☐ Other (The quality of estimate preparation, the level of elaboration and comprehensiveness of estimate; the quality of materials offered) (5 points)

Award may be made to other than the low priced quote. The award will be made to the total quote that offers the best value in accordance with the above evaluation factors.

I. Instructions to Vendors:

- a. Please read RFQ in its entirety including factors that will be considered in making award in Section H.
- b. Provide a detailed written quote by the due date stated in the Cover Letter of this RFQ. Written quotes may be hand delivered to the Peace Corps Nepal Office, Maharajgunj or sent to PO Box 15150, Kathmandu, Nepal or emailed to bshrestha@peacecorps.gov.
- c. The quote should include the following sections:
 - 1) Detailed Cost Estimate with fixed prices for the requested services.
 - 2) The facilities offered; type of room, size of the conference hall etc.
- d. The quoted terms and prices cannot be increased at a later time.

J. Other Terms/Items Offered at No Additional Cost:

SUPPLIER AUTHORIZED REPRESENTATIVE

Name: _____ Position/Title: _____

Signature: _____ Date: _____

Phone: _____ Email: _____